

LIST OF MANDATORY TRAINING COURSES

Course Title	Description	Duration	Delivery Type
1 ADA: Employment Guidelines for Reasonable Accommodation	This workshop provides tools for supervisors and managers via the Ten-Step Interactive Process, for reasonable accommodation procedures during an interactive process meeting for determining accommodations for employees. It provides an overview of the disability laws, with specific emphasis on per se violations pursuant to California Government Code Section 12940(m) and 12940(n). Distinctions between the ADA and FEHA are discussed as applicable to the reasonable accommodation process and how courts have interpreted FEHA to be a broader based protection for employees.	Target Audience: All County supervisors, managers, employees who may be moving into a supervisory position, Public Contract Staff, Human Resources Personnel, Information Officers, Affirmative Action and ADA Coordinators. 4 Hours Class Size: Limited to 25	Instructor-Led Classroom
2 Assembly Bill 1234 Ethics Training	A new law, Assembly Bill (AB) 1234, which became effective January 1, 2006, requires the County to provide ethics training to elected County officials, members of certain County commissions, and any County employee designated by the County to receive such training. Each covered individual must be provided at least two hours of training by January 1, 2007 and every two years thereafter. Members of commissions who receive any type of stipend, compensation, or reimbursement for travel, mileage, and other actual and necessary expenses are required to take this training. County Counsel has designed a training program which covers the required curriculum, including specific County laws and regulations. The topics include general ethical principles, conflict of interest, open meeting requirements, gift and travel restrictions, use of public resources for personal or political purposes, and competitive bidding requirements for public contracts.	"The County Counsel is a State Bar of California approved Minimum Continuing Education provider. This activity has been approved for Minimum Continuing Legal Education credit in the amount of 2 hours of self-study credit."	2 hours Wed-based
3 Compliance Awareness Training (CAT) - For New Workforce Only	The overarching goal of the Compliance Program is compliance with all laws, regulations, policies, and other applicable standards of conduct. The primary focus of the Compliance Program is on the laws related to healthcare business practices and the requirements of our primary payers (especially Medicare and Medi-Cal).	Abstract: This training covers the structure and goals of the DHS Compliance Program. It provides workforce members with a better understanding of the DHS Code of Conduct and their role in the Compliance Program. It discusses the resources available for reporting compliance concerns and the responsibility of each workforce members to report improper/illegal conduct.	1 hour Web-based
4 County Policy of Equity for Employees	This course is designed to help employees understand their rights to be free from discrimination, unlawful harassment, retaliation, and other inappropriate conduct. The course covers key points of the County Policy of Equity, including: <ul style="list-style-type: none"> • Conduct Prohibited by the Policy • Scope of Coverage • The Complaint Process 	This 45-minute course is designed to help employees understand their rights to be free from discrimination, unlawful harassment, retaliation, and other inappropriate conduct. The course covers key points of the County Policy of Equity, including: <ul style="list-style-type: none"> • Conduct Prohibited by the Policy • Scope of Coverage • The Complaint Process 	0:45 minutes Web-based
5 County Policy of Equity for Supervisors	This 45-minute course is designed to help supervisors and managers understand the rights of employees to be free from discrimination, unlawful harassment, retaliation, and other inappropriate conduct.	The course covers key points of the County Policy of Equity, including: <ul style="list-style-type: none"> • Conduct Prohibited by the Policy • Supervisors' Duty to Report Violations • Scope of Coverage • The Complaint Process 	0:45 minutes Web-based

LIST OF MANDATORY TRAINING COURSES

Course Title	Description	Duration	Delivery Type
6 Disaster Service Worker (DSW) Training - Part 2	<p>The purpose of this training is to introduce County employees to the structure and function of California and national emergency management systems. The DSW designation requires employees to document specialized skills by filling out a Skills Inventory form. Successful completion of this course will require you to complete the online skills inventory form, which follows this training.</p>	2:30 hours	Web-based
			<p>The following employees are exempt from DSW training requirements and are not required to take this training:</p> <p>A. Legal aliens are not eligible to serve as public employee DSWs.</p> <p>B. Employees hired to fill intermittent, temporary emergency, or successive employments may not be required to be trained as DSWs. The decision to provide training and the Affirmation of Loyalty to these employees is at the discretion of each department.</p> <p>C. Employees categorized as Peace Officers or Fire Fighters are exempt from the training requirement</p>
7 Disaster Service Worker (DSW) Training - Part1	<p>The California Emergency Services Act designates public employees as Disaster Service Workers (DSW) that may be deployed to perform activities outside the course and scope of their regular employment which promote the protection of lives and property or mitigate the effects of a disaster. The purpose of this training is to introduce County employees to their role, responsibilities, and legal obligations of serving as a DSW.</p>	2 hours	Web-based
			<p>The following employees are exempt from DSW training requirements and are not required to take this training:</p> <p>A. Legal aliens are not eligible to serve as public employee DSWs.</p> <p>B. Employees hired to fill intermittent, temporary emergency, or successive employments may not be required to be trained as DSWs. The decision to provide training and the Affirmation of Loyalty to these employees is at the discretion of each department.</p> <p>C. Employees categorized as Peace Officers or Fire Fighters are exempt from the training requirement.</p>
8 Diversity: Skills for the 21st Century Workforce (Replacing Americans with Disabilities - Disability Awareness/Etiquettes)	<p>This four-hour class is geared toward assisting all employees to broaden and deepen their understanding, experience and critical thinking skills with regard to cultural and personal differences, and effective interpersonal communication in the workplace. The course content is highly interactive and emphasizes introspection about one's own identity and how that identity facilitates and/or hinders workplace interactions. Through group discussions and facilitated activities participants will start to cultivate various tools to help them positively utilize the similarities and differences of diverse groups and individuals in the workplace.</p> <p>Included in the course is also a brief review of the County Policy of Equity (CPOE) and related policies and laws that aim to ensure an environment in which every individual's contributions are valued and their rights protected.</p>	4 hours	Instructor-Led Classroom
			<p>Target Audience: All Workforce Members</p>
9 Drug Free Workplace: Reasonable Suspicion Training	<p>The purpose of this training is to introduce County supervisors and managers to the procedures they must follow when they suspect that an employee needs to undergo a drug and alcohol test.</p> <p>The policy of the County of Los Angeles is that use/abuse of drugs and alcohol by employees or contract personnel is unacceptable since it adversely affects health, safety, security, and productivity as well as public confidence and trust. It is unlawful, dangerous and forbidden in the workplace to use, possess, sell, or be under the influence of illegal drugs. Employees are also not allowed to use and misuse alcohol or prescribed drugs, to any extent that hinders safe and effective job performance. The Drug Free Workplace Policy: Reasonable Suspicion is a Board-approved program established to enforce this policy.</p>	1 hour	Web-based
			<p>This training is offered to all County supervisors and managers with prior approval from their immediate supervisor.</p>

LIST OF MANDATORY TRAINING COURSES

Course Title	Description	Duration	Delivery Type
10 Employment Discrimination Prevention (for Managers and Supervisors)	This workshop is designed to assist county managers and supervisors in identifying their roles, rights, and responsibilities under Civil Rights laws. Major concepts such as disparate treatment, adverse impact, and reasonable accommodation are reviewed and discussed along with specific types of discrimination and strategies to avoid them. The workshop focuses on the measures that supervisors and managers should implement to prevent and eliminate discriminatory practices.	4 hours	Instructor-Led Classroom
11 Fair Labor Standards Act	The Fair Labor Standards Act Training Program is a two-hour workshop presented through the collaborative efforts of the law firm of Liebert Cassidy, which specializes in employment law, the Chief Executive Office, County Counsel, and the Department of Human Resources. This course is mandatory for managers, supervisors, and human resources personnel that are responsible for handling payroll related matters. The workshop will cover essential information regarding current issues involving timekeeping, time reporting and the problems of not complying with FLSA overtime laws. The training will be specifically directed at recognizing and minimizing wage and hour violations.	2 hours	Instructor-Led Classroom
12 Legal Exposure Reduction Reasonable Accommodation and Performance Management	The Legal Exposure Reduction Committee Training Program is a one-day workshop presented through the collaborative efforts of the Chief Executive Office, County Counsel, Office of Affirmative Action Compliance, and the Department of Human Resources. This course is mandatory for managers, supervisors, and human resources personnel that are responsible for handling return-to-work/health & safety/leave management related matters. The workshop will cover essential information regarding current issues involving ADA/FEHA, performance management basics, and the interactive process for reasonable accommodation. Participants will learn their roles, responsibilities, and the tools for effective documentation in this process to reduce/limit the County's legal exposure.	2 hours	Wed-based
13 Los Angeles County Employee Domestic Violence Awareness Program	The Domestic Violence Awareness Program is a three-hour training presented by staff from the Domestic Violence Council and the Department of Human Resources. The training is mandatory for all County managers and for departmental Human Resources Managers and Human Resources staff that are responsible for implementing the Board-approved Los Angeles County Employee Domestic Violence Awareness Program in each department. Departments may also enroll any and all employees who perform supervisory duties.	4 hours	Instructor-Led Classroom
14 New Employee Orientation - Health Services (LAC+USC)	This class is a requirement of The Joint Commission under HR Standard 2.10 and familiarizes the new or transferring workforce member with the mission, vision, and values of DHS and of the hospital. Includes instruction in customer service standards, infection control practices, patient rights and responsibilities, disaster management, hazardous communications, ergonomics, risk management, performance improvement, patient safety, compliance awareness, HIPAA, policies and procedures, Safe Surrender Baby Law, and other critical topics for compliance with standards and regulations.	8 hours	Instructor-Led Classroom
15 Non-Violent Crisis Intervention	Non-Violent Physical Crisis Intervention: This program provides a safe, non-harmful behavior management system designed to aid health care professionals in the management of disruptive and assaultive patients, even during the most violent moments. This program has been developed by the National Crisis Prevention Institute (CPI) and each instructor has been certified by the CPI. This is a mandatory program for all psychiatric area and emergency room personnel.	16 hours	Instructor-Led Classroom

LIST OF MANDATORY TRAINING COURSES

Course Title	Description	Duration	Delivery Type
16 Sexual Harassment Prevention Training (for Line Staff)	This interactive course is designed to accommodate all learning styles and is also ADA compliant. This course focuses on how to identify, prevent and stop inappropriate conduct of a sexual nature, conduct prohibited by the County's Policy on Sexual Harassment, employer and individual liability, definitions of relevant terms and the County's complaint process. Videos and multiple-choice tests are used throughout the course to demonstrate what is and is not sexual harassment, and to reinforce the importance of self-managing behaviors of a sexual nature. For the purposes of education and risk management there are also required participation points built into the course where the learner cannot proceed without reviewing and/or acknowledging County policies and policy guidance.	This course is facilitated by an instructor; therefore, contact your manager or training coordinator to request a date and time to enroll in a workshop. The price is for a workshop and not by the employee.	3 hours Web-based, Instructor-Led Classroom
17 Sexual Harassment Prevention Training for Managers and Supervisors	This course is designed to accommodate all learning styles—visual, auditory and kinesthetic. This AB 1825 compliant course assists management/supervisory personnel to meet their obligations to prevent and respond to sexual harassment in the workplace. Participants learn about conduct prohibited by the County's Policy on Sexual Harassment, employer and individual liability, how to identify and stop inappropriate conduct of a sexual nature, specific legal concepts, definition of relevant terms, recognize and prevent retaliation, and the County's complaint process. To further aid in reducing liability, there are participation points built into the course where the learner must review and/or acknowledge County policies and policy guidance. Detailed guidance is also offered on how to receive a complaint and how to proactively intervene when inappropriate behavior of a sexual nature occurs.	When you enroll in the web-based course, your department will be charged a fee; therefore, please ensure you have approval from your manager to enroll into this course. Target Audience: executives, managers, supervisors, advocacy officers, Affirmative Action Coordinators, employees assigned to "Acting supervisory" positions and newly hired/promoted supervisors (within 6 months of appointment).	2 hours Web-based
18 Privacy & Security Survival Training: Protecting Patient Information New (Available training in TLN to be announced [TBA])	This training provides all DHS workforce members (County and non-County) with pertinent and updated information regarding the privacy and security of patient information to ensure that it is appropriately acquired, viewed, accessed, used, and disclosed. The training will cover key elements of the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH), California privacy laws and other laws and regulations, including updated County policies. The course will increase the workforce members awareness of the DHS Compliance Program and will provide information on how to recognize and report suspected privacy and security violations and other compliance issues through relevant real-world case studies that will be discussed in the application of the skills and knowledge necessary to promote personal responsibility as a workforce member.	Target Audience: All DHS workforce members.	1.5 hours Web-based
19 Motor Vehicle Safety and Defensive Driving Training	This class provides a comprehensive understanding of Motor Vehicle Safety expectations and tools for Defensive Driving. The training provides critical skills/information by focusing on sound judgment, common sense, and courtesy while emphasizing and highlighting the priority of proactive incident avoidance, expense minimization, and public and employee protection methodologies. The class content covers the role each employee plays as a risk manager to mitigate liability and loss of control. Key components include: motor vehicle basic training/orientation, motor vehicle driving skills, hazardous conditions, defensive driving, sharing the traffic environment, physics/restraints on driving, chemicals, driving and you, coping with the unexpected, the law and you, and accident reporting and investigation.	Target Audience: County employees approved for mileage reimbursement or driving is a job requirement or approved to drive County vehicle (aka- Pool Program participants).	4 hours Instructor-Led Classroom